

# **Nebraska State Accountability 2011 NeSA-Writing**

**Grades 4 & 8 Paper/Pencil  
Test Administration Training  
January 5-6, 2011**



# Agenda

- Introductions: DRC Project Team
- Testing Window & Other Key Dates
- General Guidelines
- Paper/Pencil Testing Procedures
- Reporting
- Questions & Answers

# **DRC's Nebraska Project Team**

**Patricia Johnson, Program Director**

**John Born, Senior Project Manager**

**Rachel Lappe, Project Manager**

**Valerie Cook, Customer Service  
Representative**

# Customer Service

## DRC's NeSA Customer Service

**1-866-342-6280 Phone**

**1-763-268-3007 Fax**

**[necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)**

8:00 a.m. – 5:00 p.m. CST

7:00 a.m. - 5:00 p.m. (January 17-February 18, 2011)

# WebEx Rules of Engagement

- Submit questions as we go using Chat.
- During the Q & A period...
  - Use the “Raise Hand” button under the participant list to indicate you have a question.
  - The Host will un-mute your phone so you can ask your question.

## 2011 NeSA-Writing Training – Grades 4 & 8

- January 5-6, 2011  
2011 NeSA-Writing Grades 4 and 8 Paper/Pencil Test  
Administration Training – DRC
- January 10-11, 2011  
2011 NeSA-Writing Grade 11 Online Test  
Administration Training – DRC
- January 18-20, 2011  
WebEx Technology Coordinator Training – DRC
- See the NDE website for training times and locations  
for 11<sup>th</sup> grade analytic writing –  
[www.education.ne.gov/Assessment](http://www.education.ne.gov/Assessment)

## Testing Window



**January 24-February 11, 2011**

The paper/pencil administration window begins one week earlier than online.



## 2011 Key Dates NeSA-Writing – Grades 4 & 8

Paper/Pencil Test Administration Training	January 5-6
Paper/Pencil Test Materials Delivered to Districts	By January 7
Districts Train School Personnel and Distribute Materials	By January 14
Districts Return Signed Test Security Agreements to <b>NDE</b>	By January 24
<b>Testing Window</b>	<b>January 24-February 11</b>
Districts Return Paper/Pencil Test Materials to DRC	By February 16

## General Guidelines

### **New This Year!**

- All entries on a test/answer booklet must be made with a No. 2 pencil.
- Test/answer booklets that are disassembled cannot be scored.
- Student responses must be written in a test/answer booklet. Any responses returned on separate sheets of paper will not be scored.

## General Guidelines Scheduling the Test

- NeSA-Writing – Two sessions
  - Two days, 40 minutes each
- Flexibility during the 3-week window
- Recommend scheduling early in the window
- Recommend avoiding Mondays and Fridays
- Make-ups required

# General Guidelines

## Accommodations

- Large Print and Spanish versions of the writing prompt are available from NDE for NeSA-Writing.
  - Transcribe response in regular test/answer booklet
- Accommodations for Students with IEP or 504 Plans and English Language Learners must be reported in test/answer booklets.
- Alternate Assessment (1%) – Not provided by NDE; locally administered. Appropriate box must be filled in on test/answer booklets. (See Box C on the next page.)
- See NDE website for the Approved Accommodations Document.

[http://www.education.ne.gov/Assessment/documents/NeSA\\_Accommodations.pdf](http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf)

# General Guidelines

## Accommodations

### **C** ALTERNATE ASSESSMENT

- Student was administered an alternate assessment in Writing.

### **D** FOREIGN LANGUAGE

- Student responded in Spanish.
- Student responded in language other than English or Spanish.

### **E** ACCOMMODATIONS

Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. *Mark all that apply.*

- Content Presentation
- Response
- Timing/Scheduling/Setting

Student used one or more of the following Test Accommodations for English Language Learners. *Mark all that apply.*

- Direct Linguistic Support with Test Directions
- Direct Linguistic Support with Content and Test Items
- Indirect Linguistic Support

## General Guidelines

# Reporting Students Not Tested

- The reason a student was not tested in NeSA-Writing must be reported.

**B**

### STUDENT NOT TESTED DUE TO

- Emergency Medical Waiver (EMW)
- No Longer Enrolled (NLE)
- Parent Refusal (PAR)
- Student Absent for the Entire Testing Window (SAE)

# General Guidelines

## Preparing Students for Testing

- Inform students of the scheduled test in advance.
- Explain to the students why they are being given the test and how the results will be used.
- Students should realize that doing their best is important.

## General Guidelines

### Preparing Testing Locations

- Plan ahead – check schedules
- Organize test materials
- Lighting, seating, temperature, noise
- Remove visual aids/clues
- Post “Testing: Do Not Disturb” Sign
- Supplies: lined or scratch paper and No. 2 pencils

## General Guidelines

### Test Security for Test Administrators

- Test Security Agreements: One per principal and District Assessment Contact.
  - Must be signed and faxed to NDE by January 24.
  - *Update: Standards, Assessment and Accountability (SAA-6)*
- Test not to be viewed by anyone prior to administration.
- No coaching or feedback of any kind.
- Move around testing site and be aware that students are following instructions.
- Never leave students alone with test materials.
- See administration manuals for comprehensive test security information.

## General Guidelines

### Test Security for Students

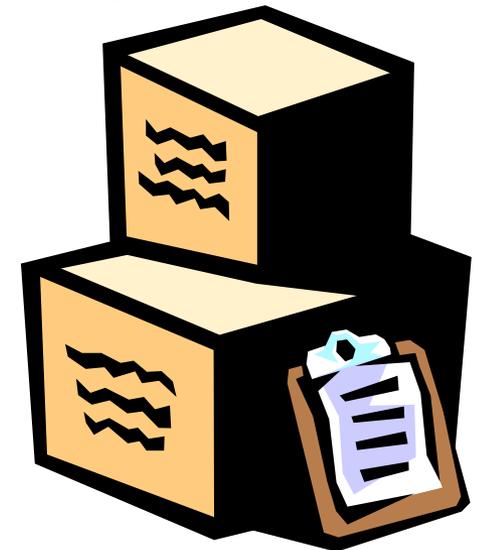
- Electronic Devices: Palm Pilot, cell phone, beeper, pager, PDA, stop-watch, MP3 player, etc.
- Recommend one assistant/proctor per 12 students, in addition to Test Administrator.
- Prohibit talking or sharing of responses.
- Students cannot take test materials out of the testing site.

# 2011 NeSA-Writing Paper/Pencil Procedures

- Materials Delivered to District Assessment Contacts via UPS by **January 7**
- Inventory Materials
- Districts Distribute Materials to School Test Coordinators by **January 11**
- Train Test Administrators and Prepare for Testing by **January 14**

# Inventory Materials

- Notify DRC of any missing boxes.
- Materials for schools boxed separately and labeled.
- Open immediately to inventory at district or distribute intact to schools for inventory.
- Retain original shipping boxes (district and school).



# Test Materials

## District – Administrative Materials

- *2011 NeSA-Writing Manuals for Test Coordinators and Administrators*
- Copies of School Packing Lists
- School Box Range Sheet
- DRC Return Shipment Labels
- UPS Return Shipment (RS) Labels



# Test Materials

## **School – Administrative Materials**

- *2011 NeSA-Writing Manuals for Test Coordinators and Administrators*
- School Packing List
- Security Checklist

## **School – Secure Materials**

- Test/Answer Booklets

## Test/Answer Booklets

- Shrink-wrapped packs with range sheets.
- Store securely.
- Record distribution on Security Checklist.
- Do not distribute to Test Administrators until day of test, unless to affix PreID Labels.
- Return to secure storage ASAP after each day of testing.
- All entries on a test/answer booklet must be made with a No. 2 pencil.
- Test/answer booklets that are disassembled cannot be scored.

# Barcode Labels

## **PreID Labels – plain white**

- Student data from NSSRS.
- Eliminate the need to hand-bubble student demographics.
- All embedded PreID info will override anything hand-bubbled.

## **District/School Labels – orange stripe**

- For students without PreID labels.
- Use label and hand-bubble demographic info.

## **Do Not Score Labels – blue stripe**

- Contain barcodes that indicate the sheets should NOT be scored.

## **Blank Barcode – preprinted**

- Completely unused answer sheets have a barcode in place that will indicate they have not been used.

## Barcode Labels

- School personnel must affix the labels to test/answer booklets, and should check the label to make sure it is correct.
- Do not attempt to remove any incorrect label – instead cover with the appropriate label.
- Do not write on labels.
- Destroy any labels containing inaccurate information.
- If a PreID Label cannot be used, use a District/School Label and hand-bubble demographics.

# Materials Return



## School Test Coordinator

- Use original boxes.
- Materials do not need to be grouped by class or grade.
- Return ALL test/answer booklets.
- **Do not disassemble test/answer booklets – they will not be scored.**
- Securely destroy scratch paper and manuals at the school.
- Check:
  - All used test/answer booklets have labels.
  - No scratch paper is left in test/answer booklets.

# Materials Return

## District Assessment Contact

- Condense school boxes when possible.
- Seal boxes.
- DRC Return Label on the side of each box.
- UPS-RS Label on top of each box; record UPS tracking number.
- Schedule pickup for no later than **February 16.**



# Reporting

April 2011

- NeSA-Writing Reporting workshops via WebEx
- NeSA-Writing results reported

# 2011 NeSA-Writing Score Reports

## Online via eDIRECT

- Student Data File
- Writing Summary (State, District, School)
- District Report of School Performance
- School Student Roster

# Questions/Answers

